ST/AI/218/Rev.14

UNITED NATIONS

# NUMERICAL INDEX

# TO

# ADMINISTRATIVE ISSUANCES

October 1992

## INTRODUCTION

1. The present numerical index to administrative issuances lists in alphanumeric order by series symbol, together with date and subject-matter, all issuances at United Nations Headquarters which are current as of 30 September 1992. This publication is issued annually, together with a subject index, under the symbol ST/AI/218/-.

2. Each issue comprises the following three sections:

(a) ST/SGB/- series. These bulletins establish Financial Rules, Staff Rules, the organizational structure of the Secretariat and other important decisions of policy. They are issued in the name of the Secretary-General and remain in effect from a given date until specifically superseded or amended;

(b) ST/AI/- series. These instructions prescribe instructions and procedures for the implementation of Secretary-General's bulletins and they also set forth office practices and procedures to be applied in more than one department of the Secretariat. These instructions remain in effect from a given date until specifically superseded or amended;

(c) ST/IC/- series. These circulars deal with matters of general but one-time interest, matters of general interest for a specific period, informational material or requests for staff cooperation.

3. Excluded from this index are circulars of interest or applicability to project personnel, issued under the series symbol ST/IC/P-.

4. It should be noted that the description of the organizational structure contained in section A does not fully reflect the organizational restructuring under way. Appropriate Secretary-General's bulletins thereon will be issued in due course. See Secretary-General's bulletins ST/SGB/248 and ST/SGB/249 for changes in the initial phase of the restructuring of the United Nations Secretariat effective 1 March 1992.

5. Copies of the index are available through official distribution or by checking off the appropriate box in the form provided on the following page and returning it to the Management Advisory Service at Headquarters.

6. Comments and suggestions concerning this publication will be appreciated. They should be addressed to the Chief, Management Advisory Service, room S-2735, United Nations, New York, NY 10017.

**NUMERICAL AND SUBJECT INDICES**
**TO UNITED NATIONS ADMINISTRATIVE ISSUANCES**

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# NUMERICAL INDEX TO ADMINISTRATIVE ISSUANCES

## A. SECRETARY-GENERAL'S BULLETIN (SERIES ST/SGB/-)

| Symbol | Date issued | Subject | Remarks |
|---|---|---|---|
| ST/SGB/ Financial Rules/1/ Rev.3 (1985) | 3/1985 | Financial Regulations and Rules of the United Nations (series 100) | Annex: Additional terms of reference governing the audit of the United Nations |
| ST/SGB/ Financial Rules/2 | 9/12/75 | Financial Rules of the Fund of the United Nations Environment Programme | |
| ST/SGB/Staff Regulations/ Rev.21 | 2/7/91 | Staff Regulations | |
| Rev.21/Amend.1 | 26/3/92 | | |
| ST/SGB/Staff Rules/Appendix D/ Rev.1 | 1/1/66 | Rules governing compensation in the event of death, injury or illness attributable to the performance of official duties on behalf of the United Nations | See also ST/AI/120/Rev.2 |
| Rev.1/Amend.1 | 8/1/76 | | |
| ST/SGB/Staff Rules/1/Rev.7 | 26/2/90 | Staff Rules | Rules 101.1 to 112.8 |
| Rev.7/Corr.1 | 2/7/90 | | |
| Rev.7/Amend.1 | 31/10/90 | | |
| Rev.7/Amend.2 | 25/7/91 | | |
| ST/SGB/Staff Rules/2/Rev.7 | 25/5/90 | Staff Rules applicable to technical assistance project personnel | Rules 200.1 to 212.7 |
| Rev.7/Corr.1 (English only) | 3/8/90 | | |
| Rev.7/Amend.1 | 20/11/91 | | |
| ST/SGB/Staff Rules/3/Rev.4 | 25/8/87 | Staff Rules governing conference and other short-term service | Rules 301.1 to 312.6 |
| Rev.4/Corr.1 | 12/7/90 | | |
| ST/SGB/UNEF/2/ Rev.2 | 30/12/60 | Financial Rules for the Special Account for the United Nations Emergency Force | |
| ST/SGB/UNIFICYP/1 | 25/4/64 | Regulations for the United Nations Force in Cyprus | |

| Symbol | Date issued | Subject | Remarks |
|---|---|---|---|
| ST/SGB/UNHHSF/ Financial Rules/3 (1978) | 1/78 | Special annex for the United Nations Habitat and Human Settlements Foundation (series 300) to the Financial Regulations and Rules of the United Nations (series 100) | |
| ST/SGB/UNIDF/ Financial Rules/4 (1982) | 19/11/82 | Special annex for the United Nations Industrial Development Fund (series 400) to the Financial Regulations and Rules of the United Nations (series 100) | |
| ST/SGB/PPBME Rules/1 (1987) | 3/87 | Regulations and Rules Governing Programme Planning, the Programme Aspects of the Budget, the Monitoring of Implementation and the Methods of Evaluation | |
| ST/SGB/ Organization* | 6/89 | Organization Manual of the Secretariat - Contents/ Introduction | Supersedes ST/SGB/ Organization, sects. A and B. See also ST/SGB/150/Rev.1, ST/SGB/170 and Add.1 and ST/SGB/248; ST/AI/239 and ST/AI/346; ST/ADM/SER.A/1778 |
| ST/SGB/ Organization Section: | | | |
| C/Rev.1 | 1/12/80 | Executive Office of the Secretary-General | See also ST/SGB/249 |
| D/Rev.1 | 9/76 | Office of the Under-Secretaries-General for Special Political Affairs | See also ST/SGB/248 and ST/SGB/249 |

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* Does not fully reflect the organizational restructuring under way. Appropriate Secretary-General's bulletins thereon will be issued in due course. See Secretary-General's bulletins ST/SGB/248 and ST/SGB/249 for changes made in the initial phase of the restructuring of the United Nations Secretariat effective 1 March 1992.

| Symbol | Date issued | Subject | Remarks |
|---|---|---|---|
| ST/SGB/ Organization Section: | | | |
| DDA | 2/8/88 | Department for Disarmament Affairs | Supersedes ST/SGB/ Organization, sect. AA. See also ST/SGB/199, ST/SGB/248 and ST/SGB/249 |
| DPI | 2/11/87 | Department of Public Information | Supersedes ST/SGB/ Organization, sect. R. See also ST/SGB/187 and ST/SGB/249 |
| F/Rev.3 | 1/12/80 | Office of the Under-Secretary-General for Political and General Assembly Affairs | See also ST/SGB/195, ST/SGB/248 and ST/SGB/249 |
| I | 1/74 | Department of Political and Security Council Affairs | See also ST/SGB/248 and ST/SGB/249 |
| I/Amend.1 | 7/8/74 | | |
| I/Amend.2 | 27/1/75 | | |
| I/Amend.3/Rev.1 | 1/12/80 | | |
| K(I)/Rev.1 | 11/7/83 | Secretariat of the Economic Commission for Europe | |
| K(II) | 10/75 | Secretariat of the Economic and Social Commission for Asia and the Pacific | See also ST/SGB/249 |
| K(III) | 3/76 | Secretariat of the Economic Commission for Latin America | Renamed Economic Commission for Latin America and the Caribbean. See also ST/SGB/208 |
| K(IV)/Rev.1 | 10/10/83 | Secretariat of the Economic Commission for Africa | |
| K(V) | 10/74 | Secretariat of the Economic Commission for Western Asia | Renamed Economic and Social Commission for Western Asia |
| K(V)/Amend.1 | 14/10/75 | | |
| L | 5/76 | Secretariat of the United Nations Conference on Trade and Development | |

| Symbol | Date issued | Subject | Remarks |
|---|---|---|---|
| ST/SGB/ Organization Section: | | | |
| N/Rev.2 | 29/2/84 | Office of the United Nations Disaster Relief Coordinator | See also ST/SGB/248, ST/SGB/249 and ST/SGB/251 |
| N/Rev.2/Corr.1 | 4/4/84 | | |
| N/Rev.2/Amend.1 | 23/7/84 | | |
| O/Rev.1 | 8/77 | Secretariat of the United Nations Environment Programme | |
| OLA | 17/10/89 | Office of Legal Affairs | Supersedes ST/SGB/Organization, section. H/Rev.2. See also ST/SGB/248 |
| ORCI | 3/10/88 | Office for Research and the Collection of Information | See also ST/SGB/225; ST/SGB/248 and ST/SGB/249 |
| P | 3/76 | Department of Administration and Management | See also ST/SGB/248 and ST/SGB/249 (para. 8) |
| P/Corr.1 | 9/76 | | |
| P(I) | 4/76 | Office of Financial Services | See also ST/SGB/196/Rev.1, ST/SGB/211, ST/SGB/223, ST/SGB/228 and Add.1/Rev.1 and ST/SGB/250 |
| P(I)/Corr.1 | 9/76 | | |
| P(II) | 6/75 | Office of Personnel Services | See also ST/SGB/224 and ST/SGB/236 (paras. 1 and 3 only) |
| P(III) | 1/74 | Office of General Services | See also ST/SGB/182, ST/SGB/191 and ST/SGB/241 |
| P(III)/Amend.2 | 9/4/76 | | |
| P(III)/Amend.3 | 24/6/76 | | |
| P(IV)/Rev.1 | 29/3/77 | Administrative Management Service | See also ST/SGB/100, ST/SGB/138 and ST/SGB/155; ST/AI/226 and Amends.1-2 and ST/AI/261 |
| P(V)/Rev.1 | 18/12/81 | Internal Audit Division | |
| P(V)/Rev.1/ Corr.1 | 30/3/82 | | |

| Symbol | Date issued | Subject | Remarks |
|---|---|---|---|
| ST/SGB/ Organization Section: | | | |
| P(VI) | 3/76 | Electronic Data Processing and Information Systems Service | See also ST/SGB/170, annex |
| Q/Rev.2 | 1/5/83 | Department of Conference Services | Includes the Dag Hammarskjöld Library. See also ST/SGB/248 and ST/SGB/249 (para. 8) |
| Q/Rev.2/Corr.1 | 14/10/83 | | |
| S | 2/76 | United Nations Office at Geneva | See also ST/SGB/186, ST/SGB/189 and ST/SGB/249 |
| S/Corr.1 | 3/77 | | |
| S/Amend.1 | 26/1/77 | | |
| S/Amend.2 | 29/11/77 | | |
| S/Add.1 | 6/8/76 | | |
| S/Add.1/Amend.1 | 11/77 | | |
| SPQRCDT/OCN | 24/2/89 | Department for Special Political Questions, Regional Cooperation, Decolonization and Trusteeship and the Office of the United Nations Commissioner for Namibia | Supersedes ST/SGB/Organization, sect. E/Rev.1, sect. J and Amend.1 and sect. U. See also ST/SGB/248 and ST/SGB/249 |
| T/Rev.2 | 26/5/83 | United Nations Centre on Transnational Corporations | See also ST/SGB/248 and ST/SGB/249 |
| W | 3/76 | Office of the United Nations High Commissioner for Refugees | |
| WFC | 18/10/91 | Secretariat of the World Food Council | Supersedes ST/SGB/Organization, sect. V |
| X | 5/76 | Secretariat of the Third United Nations Conference on the Law of the Sea | See also ST/SGB/248 |
| Y | 6/77 | United Nations Relief and Works Agency for Palestine Refugees in the Near East | |
| Z | 1/4/82 | United Nations Office at Vienna | See also ST/SGB/175, ST/SGB/218 and ST/SGB/249 |

| Symbol | Date issued | Subject | Remarks |
|---|---|---|---|
| ST/SGB/ Organization: | | | |
| Annex I | 6/76 | Secretariat boards and committees | |
| Annex I/ Amend.2 | 4/6/82 | Claims Board | See also ST/AI/149/Rev.3; ST/IC/1991/71 and Add.1 |
| Annex I/ Amend.3 | 26/4/83 | Publications Board | Supersedes ST/SGB/Organization, Annex I/Amend.1 |
| Amend.3/ Corr.1 | 19/5/83 | | |
| Annex II | 7/77 | Units servicing inter-agency boards and committees | |
| Annex III | 7/77 | Units servicing voluntary programmes | |
| ST/SGB/ 100 | 14/4/54 | Issuance of Secretary-General's bulletins, administrative instructions and information circulars | See also ST/AI/218/Rev.14 and Add.1 and ST/AI/226 and Amends.1-2 |
| 103/Rev.1 | 6/80 | Rules governing compensation to members of commissions, committees or similar bodies in the event of death, injury or illness attributable to service with the United Nations | See also ST/AI/119 |
| 107/Rev.6 | 25/3/91 | Rules governing payment of travel expenses and subsistence allowances in respect of members of organs or subsidiary organs of the United Nations | |
| 114 | 13/11/58 | Service with United Nations missions | See also ST/SGB/165; ST/AI/245; ST/IC/89/54 and ST/IC/1992/26 |
| 114/Add.1 | 2/5/60 | | |
| 119 | 30/7/59 | Regulations for the United Nations medal | |
| 119/Amend.1 | 10/63 | | |

| Symbol | Date issued | Subject | Remarks |
|---|---|---|---|
| ST/SGB/ | | | |
| 125/Rev.1 | 21/5/63 | Latin American Institute for Economic and Social Planning: arrangements for administrative servicing and promulgation of provisional financial rules | |
| 125/Rev.1/ Amend.1 | 31/12/63 | | |
| 125/Rev.2 (Spanish only) | 27/2/64 | | |
| 126 | 1/8/63 | United Nations Research Institute for Social Development | |
| 126/Amend.1 | 15/6/73 | | |
| 127 | 23/9/63 | Asian Institute for Economic Development and Planning: arrangements for administrative servicing and promulgation of provisional financial rules | |
| 127/Amend.1 | 29/4/74 | | |
| 129 | 31/12/64 | African Institute for Economic Development and Planning: arrangements for administrative servicing and promulgation of provisional financial rules and procedures | |
| 132 | 1/67 | United Nations Flag Code and Regulations | |
| 134 | 8/8/67 | United Nations Social Defence Research Institute | |
| 135 | 26/12/69 | Access to League of Nations archives | |
| 136 | 1/2/71 | Preservation and disposition of gifts and historical items | |
| 138 | 22/3/71 | Implementation and follow-up of the recommendations resulting from the manpower utilization surveys | See also ST/ADM/SER.A/1336 |
| 144 | 28/12/73 | In-service training and career development for Secretariat staff | See also ST/SGB/Organization, annex I |
| 144/Rev.1 (French only) | 28/12/73 | | |

| Symbol | Date issued | Subject | Remarks |
|---|---|---|---|
| ST/SGB/ 150/Rev.1 | 1/6/77 | Changes in the functions and organization of Secretariat units | See also ST/SGB/248; ST/AI/346 |
| 151 | 7/1/76 | Administration of the Staff Regulations and the Staff Rules | See also ST/AI/234/Rev.1 and Amend.1 |
| 152 | 4/3/76 | Procedure for the establishment and maintenance of branch libraries and reference centres in the United Nations Secretariat at Headquarters | |
| 153 | 7/10/76 | Transfer of the United Nations Sahelian Office to the United Nations Development Programme | |
| 154 | 8/3/77 | Equality of men and women in the Secretariat | See also ST/IC/79/17/Rev.1 |
| 155 | 6/4/77 | Management improvement programme in the Secretariat | See also ST/AI/261 |
| 156 | 21/6/77 | Documentation for the Fifth Committee | |
| 160 | 13/10/77 | Planning, preparation and servicing of special conferences | See also ST/AI/249/Rev.3 and Amend.1 and ST/AI/342 |
| 161 | 23/3/78 | Establishment of the Department of International Economic and Social Affairs | See also ST/SGB/223, ST/SGB/248 and ST/SGB/249 |
| 162 | 23/3/78 | Establishment of the Department of Technical Cooperation for Development | See also ST/SGB/178, ST/SGB/248 and ST/SGB/249 |
| 163 | 23/3/78 | Establishment of the Office of Secretariat Services for Economic and Social Matters | See also ST/SGB/248 and ST/SGB/249 |
| 164 | 22/11/82 | Establishment of the Administrative Review Unit | |

| Symbol | Date issued | Subject | Remarks |
|---|---|---|---|
| ST/SGB/ 165 | 24/4/78 | Transfer and assignment | See also ST/SGB/114 and Add.1; ST/AI/245; ST/IC/1992/26 |
| 166 | 18/5/78 | Establishment of a career development system | See also ST/SGB/246; ST/AI/277, ST/AI/301 and Add.1, ST/AI/358 and ST/AI/373 |
| 168 | 12/10/78 | Establishment of the United Nations Centre for Human Settlements (Habitat) | |
| 170<br>170/Add.1 | 29/12/78<br>30/6/80 | Organizational nomenclature in the Secretariat | |
| 171 | 14/2/79 | Reimbursement of taxes imposed on partial lump-sum withdrawals from the Joint Staff Pension Fund | |
| 172 | 19/4/79 | Staff-management relations: decentralization of consultation procedure | See also ST/SGB/206 |
| 173 | 29/8/79 | Competitive examinations for promotion to the Professional category of staff members from other categories | See also ST/AI/375 and Add.1; ST/IC/1992/39 |
| 175 | 28/4/80 | United Nations Office at Vienna | See also ST/SGB/Organization, sect. Z, ST/SGB/218 and ST/SGB/249 |
| 176/Rev.2 | 4/4/91 | Staff-Management Coordination Committee | |
| 177 | 19/11/82 | Policies for obtaining the services of individuals on behalf of the Organization | See also ST/AI/295, ST/AI/296, ST/AI/297 and ST/AI/327 |
| 178 | 30/6/80 | Department of Technical Cooperation for Development | See also ST/SGB/162, ST/SGB/248 and ST/SGB/249 |

| Symbol | Date issued | Subject | Remarks |
|---|---|---|---|
| ST/SGB/ 179 | 11/12/80 | Standards of conduct | See also ST/ADM/SER.A/277; ST/IC/82/13 and ST/IC/89/2 |
| 182 | 5/1/81 | Office of General Services | See also ST/SGB/Organization, sect. P(III) and Amends.2-3, ST/SGB/191 and ST/SGB/241 |
| 184<br>184/Add.1 | 12/1/82<br>24/2/82 | Documentation for meetings | |
| 185 | 20/1/82 | Offices of the Secretary-General: Office for Field Operational and External Support Activities | |
| 186 | 22/2/82 | Reorganization of the administrative services in the United Nations Office at Geneva | |
| 187 | 26/2/82 | Transfer of the Centres Administrative Unit from the Office of General Services to the Department of Public Information | See also ST/SGB/Organization, sect. DPI |
| 188 | 1/3/82 | Establishment and management of trust funds | See also ST/AI/284, ST/AI/285 and ST/AI/286 |
| 189 | 1/4/82 | Reorganization of the Conference Services Division of the United Nations Office at Geneva | |
| 191 | 10/5/82 | Office of General Services | See also ST/SGB/Organization, sect. P(III) and Amends. 2-3, ST/SGB/182 and ST/SGB/241 |

| Symbol | Date issued | Subject | Remarks |
|---|---|---|---|
| ST/SGB/ 192 | 16/6/82 | United Nations garage | See also ST/AI/349; ST/IC/85/65 and ST/IC/86/14 and Add.1 |
| 193 | 9/6/82 | Wearing of grounds passes | See also ST/AI/333; ST/IC/1992/42 |
| 194 | 28/7/82 | Redesignation of the Division of Human Rights as the Centre for Human Rights | See also ST/SGB/249 |
| 195 | 11/8/82 | Redesignation of the Special Unit on Palestinian Rights | See also ST/SGB/Organization, section F/Rev.3 and ST/SGB/248 |
| 196/Rev.1 | 20/3/85 | Establishment of a Central Monitoring Unit | See also ST/SGB/223 |
| 197 | 1/12/82 | United Nations Centre on Transnational Corporations | See also ST/SGB/Organization, sect. T/Rev.2, ST/SGB/248 and ST/SGB/249 |
| 198 | 10/12/82 | Security, safety and independance of the international civil service | See also ST/AI/299 |
| 199 | 17/12/82 | Transformation of the Centre for Disarmament into the Department for Disarmament Affairs | See also ST/SGB/Organization, sect. DDA and ST/SGB/248 |
| 200<br>200/Amend.1 | 4/1/83<br>2/3/87 | Joint Advisory Committee at Headquarters | See also ST/IC/1990/52 |
| 201 | 8/7/83 | Use of working languages of the Secretariat | See also ST/SGB/212 |
| 202 | 15/9/83 | Conduct of staff members in relation to the General Assembly | |
| 203 | 24/5/84 | Coordination of United Nations drug control programmes | Para. 3 only. See ST/SGB/240 |

| Symbol | Date issued | Subject | Remarks |
|---|---|---|---|
| ST/SGB/ 205 | 14/6/84 | Regional Commissions Liaison Office | |
| 206 | 5/10/84 | Procedures and terms of reference of the staff-management consultation machinery at the departmental or office level | See also ST/SGB/172 |
| 207/Rev.1 | 16/12/87 | Official United Nations travel to and representation at conferences and meetings | See also ST/AI/133 and ST/AI/319 |
| 208 | 13/12/84 | Economic Commission for Latin America and the Caribbean | See also ST/SGB/Organization, sect. K(III) |
| 209 | 21/12/84 | Policies and procedures governing the relationship between non-governmental organizations and the United Nations Secretariat | |
| 210 | 22/1/85 | National competitive examinations | |
| 211 | 20/3/85 | Establishment of a Central Evaluation Unit | See also ST/SGB/223 |
| 212 | 24/9/85 | Use of working languages of the Secretariat | See also ST/SGB/201 |
| 213/Rev.1 | 30/4/91 | Designation of staff members performing significant functions in financial management, personnel management and general administration | |
| 214 | 17/1/86 | International Research and Training Institute for the Advancement of Women | |
| 215 | 17/1/86 | Financial situation of the Organization | See also ST/SGB/217 and ST/SGB/222; ST/IC/86/17, ST/IC/87/67 and Corr.1 and ST/IC/1991/68 |

| Symbol | Date issued | Subject | Remarks |
|---|---|---|---|
| ST/SGB/ | | | |
| 216 | 7/3/86 | Steering Committee for the Improvement of the Status of Women in the Secretariat | See also ST/SGB/220, ST/SGB/226, ST/SGB/227, ST/SGB/229, ST/SGB/232 and ST/SGB/237 |
| 216/Add.1 | 27/3/89 | | |
| 216/Add.2 | 30/4/91 | | |
| 216/Add.3 | 23/3/92 | | |
| 217 | 20/3/86 | Financial situation of the Organization | See also ST/SGB/215 and ST/SGB/222; ST/IC/86/17, ST/IC/87/67 and Corr.1 and ST/IC/1991/68 |
| 218 | 26/3/86 | Conversion of the United Nations Industrial Development Organization to specialized agency status and consequent effect on the United Nations Office at Vienna | |
| 220 | 15/10/86 | First report of the Steering Committee for the Improvement of the Status of Women in the Secretariat | See also ST/SGB/216 and Add.1-3, ST/SGB/226, ST/SGB/227, ST/SGB/229, ST/SGB/232 and ST/SGB/237 |
| 222 | 22/12/86 | Financial situation of the Organization | See also ST/SGB/215 and ST/SGB/217; ST/IC/86/17, ST/IC/87/67 and Corr.1 and ST/IC/1991/68 |
| 223 | 13/2/87 | Office for Programme Planning, Budgeting, Monitoring and Evaluation | See also ST/SGB/228 and Add.1/Rev.1 and ST/SGB/250 |
| 224 | 13/2/87 | Office of Human Resources management | See also ST/SGB/236 (paras. 1 and 3 only) |
| 225 | 1/3/87 | Office for Research and the Collection of Information | See also ST/SGB/Organization, sect. ORGI, ST/SGB/248 and ST/SGB/249 |

| Symbol | Date issued | Subject | Remarks |
|---|---|---|---|
| ST/SGB/ 226 | 11/5/87 | Second report of the Steering Committee for the Improvement of the Status of Women in the Secretariat | See also ST/SGB/216 and Add.1-3, ST/SGB/220, ST/SGB/227, ST/SGB/229, ST/SGB/232 and ST/SGB/237 |
| 227 | 2/11/87 | Third report of the Steering Committee for the Improvement of the Status of Women in the Secretariat | See above |
| 228 | 16/12/87 | Programme Planning and Budgeting Board | See also ST/SGB/223 |
| 228/Add.1/ Rev.1 | 26/3/91 | | |
| 229 | 16/11/88 | Fourth report of the Steering Committee for the Improvement of the Status of Women in the Secretariat | See also ST/SGB/216 and Add.1-3, ST/SGB/220, ST/SGB/226, ST/SGB/227, ST/SGB/232 and ST/SGB/237 |
| 230 | 8/3/89 | Resolution of tort claims | |
| 231 | 20/6/89 | Establishment of a Senior Advisory Board on Services to the Public | |
| 232 | 28/11/89 | Interim report of the Steering Committee for the Improvement of the Status of Women in the Secretariat | See also ST/SGB/216 and Add.1-3, ST/SGB/220, ST/SGB/226, ST/SGB/227, ST/SGB/229 and ST/SGB/237 |
| 233 | 4/1/90 | Establishment of a Senior Planning and Monitoring Group for Peace-keeping Operations | |
| 236 | 3/8/90 | Appointment of senior officials | Paras. 1 and 3 only. See also ST/SGB/223, ST/SGB/224, ST/SGB/249 and ST/SGB/250 |

| Symbol | Date issued | Subject | Remarks |
|---|---|---|---|
| ST/SGB/ 237 | 18/3/91 | Fifth report of the Steering Committee for the Improvement of the Status of Women in the Secretariat | See also ST/SGB/216 and Add.1-3, ST/SGB/220, ST/SGB/226, ST/SGB/227, ST/SGB/229 and ST/SGB/232 |
| 238 | 5/4/91 | Interdepartmental coordinating group of senior United Nations officials to supervise and direct implementation of various provisions of Security Council resolution 687 (1991) | |
| 239/Rev.1 | 3/1/92 | Designation of Acting Under-Secretary-General for Administration and Management | Superseded by ST/SGB/249, para. 8 |
| 240 | 26/6/91 | United Nations International Drug Control Programme | See also ST/SGB/203 (para. 3) |
| 241 | 26/6/91 | Organization of the Secretariat: Office of General Services | |
| 242 | 26/6/91 | United Nations archives and records management | See also ST/AI/326 and Corr.1 |
| 244 | 26/8/91 | Senior Review Group and procedure for the filling of posts at the Director (D-2) level | See also ST/IC/1992/20 |
| 245 | 5/12/91 | Technological Innovations Board | Supersedes ST/SGB/219 and Corr.1 and Add.1-3. See also ST/AI/339, ST/AI/345, ST/AI/347, ST/AI/355, ST/AI/359 and ST/AI/361; ST/IC/1990/8, ST/IC/1991/4, ST/IC/1991/25, ST/IC/1991/57, ST/IC/1992/14 and ST/IC/1992/50 |

| Symbol | Date issued | Subject | Remarks |
|---|---|---|---|
| ST/SGB/ 246 | 23/12/91 | Placement and promotion | See also ST/AI/373 and Add.1 |
| 247 | 6/2/92 | Temporary suspension of recruitment | |
| 248 | 16/3/92 | Restructuring of the United Nations Secretariat | See also ST/SGB/150/Rev.1 and ST/SGB/249; ST/AI/346 |
| 249 | 16/3/92 | Changes in the top echelon | See also ST/SGB/236 (paras. 1 and 3 only), ST/SGB/248 and ST/SGB/250 |
| 250 | 18/3/92 | Designation of Acting Controller | See also ST/SGB/223 |
| 251 | 22/7/92 | Establishment and operation of the Central Emergency Revolving Fund | |

## B. ADMINISTRATIVE INSTRUCTIONS (SERIES ST/AI/-)

| Symbol | Date issued | Subject | Remarks |
|---|---|---|---|
| ST/AI/ 52 | 25/6/48 | Secretariat procedure with regard to international instruments (conventions, agreements, treaties, etc.) | |
| 67/Rev.6 | 30/7/79 | Procedure for sale of copies of United Nations recordings | |
| 82 | 16/8/50 | Authority for mailing official United Nations publications, supplies and equipment | See also ST/AI/189/Add.10 and ST/AI/271 |
| 97/Rev.2 | 26/2/81 | Control of United Nations property covered by personal property receipts | See also ST/AI/374 |
| 104 | 23/8/54 | Solicitation of voluntary contributions within the Secretariat | |
| 105 | 3/9/54 | Maintenance of personnel records cards | |
| 113 | 2/3/56 | Linguistic standards for staff of the United Nations Secretariat | |
| 118/Rev.1 | 15/1/57 | Registration of representatives, establishment of passes and publication of official documents containing lists of delegates to meetings of United Nations organs | |
| 119 | 8/10/56 | Provisional rules governing compensation to members of commissions, committees or similar bodies in cases of injury or death attributable to service with the United Nations | See also ST/SGB/103/Rev.1 |

| Symbol | Date issued | Subject | Remarks |
|---|---|---|---|
| ST/AI/ 120/Rev.2 | 19/5/82 | Instructions with respect to reporting of work injuries, safety measures and accident prevention | See also Staff Rule 106.4 and ST/SGB/Staff Rules/Appendix D/Rev.1 and Amend.1 |
| 133 | 8/4/59 | Payments of travel expenses and subsistence allowances in connection with United Nations conferences | See also ST/SGB/107/Rev.6 and ST/SGB/207/Rev.1 |
| 137 | 27/12/60 | Revised system of daily subsistence allowance | |
| 137/Amend.5 | 13/10/71 | | |
| 137/Add.1/ Rev.1 | 13/5/75 | System of daily subsistence allowance | |
| 143/Rev.26 | 29/9/83 | Assignment of staff to a duty station other than their official duty station for periods of less than one year | |
| 143/Rev.26/ Amend.7 | 12/3/92 | | |
| 145/Rev.1 | 18/6/70 | Use of Dag Hammarskjöld Memorial Library building | Paras. 5-6 only. See also ST/AI/335 (paras. 7-8) |
| 149/Rev.3 | 17/11/88 | Compensation for loss of or damage to personal effects | See also ST/SGB/Organization, Annex I/Amend.2; ST/IC/1991/71 and Add.1 |
| 155/Rev.2 | 31/8/90 | Personnel payroll clearance action | |
| 155/Rev.2/ Amend.1 | 13/12/90 | | |
| 157 | 13/8/63 | Losses of cash | |
| 172 | 27/3/67 | After-service health insurance coverage | |
| 172/Amend.2 | 17/1/74 | After-service medical and dental insurance schemes: reductions in contribution rates for subscribers | |
| 172/Amend.3 | 5/4/84 | After-service health insurance | |
| 172/Add.2 | 11/2/70 | After-service dental insurance | |

| Symbol | Date issued | Subject | Remarks |
|---|---|---|---|
| ST/AI/ | | | |
| 176/Rev.3 | 30/4/80 | Transportation of privately owned automobiles | |
| 176/Rev.3/ Corr.1 | 15/10/80 | | |
| 176/Rev.3/ Amend.1 | 14/4/92 | | |
| 181/Rev.8/ Add.1 | 17/10/90 | Education grant and special education grant for disabled children | Superseded by ST/AI/181/Rev.9 |
| 181/Rev.9 | 28/2/91 | | |
| 182 | 17/12/68 | Obligations of staff members | |
| 189 | 7/11/69 | Regulations for the control and limitation of documentation | |
| 189/Add.1/ Rev.2 | 1/10/90 | Initiation, approval and execution of the United Nations biennial publications programme | |
| 189/Add.2 | 15/9/71 | Covers and title pages of publications | |
| 189/Add.2/ Amend.1 | 30/4/75 | | |
| 189/Add.3/ Rev.2 | 17/12/85 | Distribution of documents, meeting records, official records and publications | See also ST/AI/82, ST/AI/271 and ST/AI/341 |
| 189/Add.4 | 22/6/71 | Principles governing the exchange of United Nations documents and publications | See also ST/AI/271 |
| 189/Add.5/ Rev.2 | 23/2/87 | Stock review and disposal: official records and publications | |
| 189/Add.6/ Rev.3 | 19/3/90 | Attribution of authorship in United Nations documents, publications and other official papers | |
| 189/Add.7 | 30/9/71 | Documentation work-load estimates | |
| 189/Add.8/ Rev.1 | 15/3/77 | Requests for documents services | |

| Symbol | Date issued | Subject | Remarks |
|---|---|---|---|
| ST/AI/ | | | |
| 189/Add.9/ Rev.1 | 26/3/85 | Copyright in United Nations publications: general principles, practice and procedure | See remarks below |
| 189/Add.9/ Rev.2 | 17/9/87 | Copyright in United Nations publications: general principles, practice and procedure | Supersedes ST/AI/189/Add.9/Rev.1 on an experimental basis. See also ST/AI/189/Add.27 |
| 189/Add.9/ Rev.2/Add.2 | 25/2/92 | | |
| 189/Add.10 | 29/11/72 | Mailing of official United Nations documentation | See also ST/AI/82 and ST/AI/271 |
| 189/Add.11/ Rev.1 | 17/11/75 | Principles governing United Nations depository libraries | |
| 189/Add.11/ Rev.1/Amend.1 | 24/11/80 | | |
| 189/Add.12 | 16/2/73 | Supply to the United Nations libraries of material not available through the regular distribution channels | |
| 189/Add.13/ Rev.1 | 22/12/73 | Reissue of out-of-stock material | |
| 189/Add.14/ Rev.1 | 17/9/79 | External publishing of United Nations manuscripts | |
| 189/Add.15/ Rev.1 | 30/6/92 | Pricing of United Nations publications | |
| 189/Add.16 | 7/6/73 | Classification and declassification of documents | |
| 189/Add.17 | 24/6/75 | Criteria for the selection of material to be issued as United Nations publications | |
| 189/Add.18 | 19/1/76 | Mention of names of commercial firms in United Nations documents and publications | |
| 189/Add.19 | 19/1/76 | Newsletters | |

| Symbol | Date issued | Subject | Remarks |
|---|---|---|---|
| ST/AI/ 189/Add.20/ Rev.1 | 24/2/82 | Maximum length of documents submitted in the name of the Secretary-General or of the Secretariat | |
| 189/Add.21 | 15/1/79 | Use of the United Nations emblem on documents and publications | |
| 189/Add.22 | 1/6/79 | Use and disposition of papers and reports of seminars and similar ad hoc meetings | |
| 189/Add.23 | 24/2/82 | Timetable for the planning and submission of documents for sessions of United Nations organs | |
| 189/Add.24 | 11/12/84 | Use of the International Standard Book Number (ISBN) and the International Standard Serial Number (ISSN) for United Nations publications | |
| 189/Add.25 | 23/2/87 | Guidelines for the publication of maps | |
| 189/Add.26 | 25/9/89 | Guidelines for electronic publishing | See also ST/AI/359 |
| 189/Add.27 | 8/11/90 | References and acknowledgements | See also ST/AI/189/Add.9/Rev.2 and Add.2 |
| 190/Rev.1 | 2/5/83 | Outside activities of members of the Secretariat | |
| 192/Rev.1 | 1/3/82 | Official hospitality | |
| 192/Rev.1/Corr.1 (English only) | 23/3/82 | | |
| 192/Rev.1/Add.1 | 23/12/83 | | |
| 193/Rev.1 | 24/6/77 | Material and package passes | See also ST/AI/309/Rev.1 |
| 196 | 23/12/70 | Computation of travel subsistence allowance | |
| 196/Amend.1 | 24/11/72 | | |

| Symbol | Date issued | Subject | Remarks |
|---|---|---|---|
| ST/AI/ 197 | 4/1/71 | Participation of mission staff in the United Nations Joint Staff Pension Fund | |
| 202 | 4/6/71 | Headquarters Property Survey Board: case report and recommendation form | |
| 205 | 10/12/71 | Library services | See also ST/AI/189/Add.12 |
| 206/Rev.3<br>206/Rev.3/ Amend.1 | 29/2/88<br>15/5/90 | Terminal expenses | |
| 207 | 23/12/71 | Language proficiency of staff in the Professional category and above | |
| 209 | 5/1/72 | Pensionable remuneration on promotion to Professional category | |
| 211 | 4/4/72 | Scheduling of meetings and provision of conference services | |
| 213/Rev.1 | 18/7/84 | Retention in service and employment beyond the age of retirement | |
| 215/Rev.1 | 8/10/81 | Family visit travel | See also ST/AI/280/Rev.6 and Amend.1 and Amend.1/Corr.1 (E only) and Amend.1/Corr.2 |
| 218/Rev.14 | 10/92 | Numerical index to administrative issuances | See also ST/AI/226 and Amends.1-2 |
| 218/Rev.14 Add.1 | 10/92 | Subject index to administrative issuances | |
| 219/Rev.2 | 7/1/81 | Maternity leave | |

| Symbol | Date issued | Subject | Remarks |
|---|---|---|---|
| ST/AI/ | | | |
| 221/Rev.1 | 24/10/89 | Time, attendance and leave recording | |
| 221/Rev.1/ Amend.1 | 11/10/90 | | |
| 222 | 10/12/74 | Procedure to be followed in cases of termination of permanent appointment for unsatisfactory services | |
| 223 | 2/10/74 | Financial administration | |
| 224/Rev.1 | 4/5/87 | Reimbursement for travel by private motor vehicle | |
| 224/Rev.1/ Amend.14 | 21/11/91 | | Superseded by ST/AI/224/Rev.1/ Amend.15 |
| 224/Rev.1/ Amend.15 | 26/3/92 | | Superseded by ST/AI/224/Rev.1/ Amend.16 |
| 224/Rev.1/ Amend.16 | 15/7/92 | | |
| 226 | 18/2/75 | Administrative issuances | See also ST/SGB/100; ST/AI/218/Rev.14 and Add.1 |
| 225/Amend.1 | 8/11/76 | | |
| 226/Amend.2 | 29/9/89 | | |
| 227 | 25/4/75 | Security of valuable articles: lost and found property | |
| 229 | 29/9/75 | Reimbursement of the cost of accompanied excess baggage | |
| 229/Add.1 | 14/2/77 | | |
| 229/Add.2 | 8/7/77 | | |
| 230/Rev.2 | 16/7/85 | Currency of payment of salaries and allowances | |
| 230/Rev.2/ Corr.1 | 5/8/85 | | |
| 230/Rev.2/ Corr.2 | 18/12/85 | | |
| 230/Rev.2/ Amend.1 | 12/10/87 | | |
| 230/Rev.2/ Amend.2 | 4/12/91 | | |
| 230/Rev.2/ Amend.2/ Corr.1 | 23/1/92 | | |

| Symbol | Date issued | Subject | Remarks |
|---|---|---|---|
| ST/AI/ 231/Rev.1 | 23/1/91 | Non-reimbursable loans of personnel services from sources external to the United Nations common system | |
| 233 | 9/12/75 | Contributions from non-member States | |
| 234/Rev.1<br>234/Rev.1/ Amend.1 | 22/3/89<br>14/6/90 | Administration of the Staff Regulations and Staff Rules | See also ST/SGB/151 |
| 235<br>235/Corr.1 | 8/1/76<br>20/1/76 | Death and disability coverage for members of the Joint Inspection Unit | |
| 238/Rev.1 | 29/3/82 | Shipping and insurance procedures for shipments of personal effects and household goods | |
| 239 | 5/8/76 | Organization of the Secretariat | See also ST/SGB/Organization, ST/SGB/150/Rev.1 and ST/SGB/248; ST/AI/346; ST/ADM/SER.A/1778 |
| 240/Rev.2 | 28/11/84 | Performance evaluation report system | |
| 241 | 8/10/76 | Changed audit emphasis by United Nations Board of Auditors | |
| 242 | 22/2/77 | Establishment of appointment and promotion committees at designated offices away from Headquarters | See also ST/SGB/151; ST/AI/234/Rev.1 and Amend.1 |
| 244 | 27/4/77 | United Nations bookshop service for staff members | |
| 245 | 11/5/77 | Outposting of staff from the established location of a department to another location | See also ST/SGB/114 and Add.1 and ST/SGB/165 |

| Symbol | Date issued | Subject | Remarks |
|---|---|---|---|
| ST/AI/ | | | |
| 248 | 7/7/77 | Reimbursement of taxi fares | |
| 248/Amend.1 | 27/6/80 | | |
| 249/Rev.3 | 29/3/89 | Standard of accommodation, travel time and rest stopovers | |
| 249/Rev.3/Amend.1 | 7/7/92 | | |
| 254 | 3/2/78 | Duty-free and tax-free entry of baggage and effects into the United States | |
| 254/Amend.1 | 21/5/86 | | |
| 254/Amend.2 | 14/3/90 | | |
| 256 | 3/2/78 | Separation of responsibilities and duties of cheque signatories and finance officers designated as approving officers | |
| 256/Add.1 | 20/12/83 | | |
| 257 | 12/5/78 | Information for United Nations travellers | See also ST/IC/1990/13 and Amends.1-2 and Amend.2/Corr.1 and ST/IC/1991/12 |
| 259/Rev.10 | 27/2/89 | Salary differential for General Service staff in the language-typing and word-processing units, Department of Conference Services, Headquarters | |
| 259/Rev.10/ Amend.3 | 4/10/91 | | |
| 260 | 29/11/78 | Release of staff members in bad weather or other conditions | |
| 261 | 12/12/78 | Forms management programme | See also ST/SGB/155 |
| 262 | 23/4/79 | Repatriation grant | See also ST/AI/269 and ST/AI/300 |
| 264/Rev.1 | 14/6/83 | Unaccompanied shipments and insurance coverage for personal effects and household goods | |
| 264/Rev.1/ Corr.1 | 2/12/83 | | |
| 264/Rev.1/ Amend.1 | 17/7/85 | | |
| 264/Rev.1/ Amend.1/ Corr.1 (French only) | 9/10/85 | | |
| 264/Rev.1/ Amend.2 | 5/5/92 | | |

| Symbol | Date issued | Subject | Remarks |
|---|---|---|---|
| ST/AI/ | | | |
| 265 | 16/5/79 | Overtime compensation at Headquarters | |
| 267 | 1/8/79 | Acceptance of remuneration from sources external to the Organization | |
| 269 | 21/12/79 | Repatriation grant | See also ST/AI/262 and ST/AI/300 |
| 270/Rev.1 | 12/4/89 | Delegation of authority under the Financial Rules | See also ST/SGB/Financial Rules/1/Rev.3 (1985) and ST/SGB/213/Rev.1; ST/AI/315/Rev.1 |
| 271 | 4/2/80 | General principles and procedures governing outgoing official United Nations mail at Headquarters | See also ST/AI/82 and ST/AI/189/Add.10 |
| 273 | 4/3/80 | Employment of spouses | |
| 274 | 30/6/80 | Appointment, extension and conversion of contractual status of staff in the General Service, Security Service and Manual Workers categories | |
| 274/Corr.1 (English only) | 27/8/80 | | |
| 275/Rev.2 | 23/11/88 | Rental subsidies and deductions for staff at duty stations outside Europe and North America | See also ST/AI/350 and Amends.1-2; ST/IC/1992/40 |
| 276 | 28/8/80 | Assignment of staff members from other categories to Professional posts and granting of special post allowance to the Professional category | |
| 277 | 10/11/80 | Classification system for Professional posts | See also ST/SGB/166; ST/IC/87/30 |
| 278/Rev.1 | 25/5/82 | Definition of dependency status | See also ST/IC/1992/12 |

| Symbol | Date issued | Subject | Remarks |
|---|---|---|---|
| ST/AI/ | | | |
| 280/Rev.6 | 30/4/91 | Special entitlements for staff members serving at designated duty stations | |
| 280/Rev.6/ Amend.1 | 5/3/92 | | |
| 280/Rev.6/ Amend.1/ Corr.1 (English only) | 7/4/92 | | |
| 280/Rev.6/ Amend.1/ Corr.2 | 19/5/92 | | |
| 281/Rev.1 | 9/4/90 | External studies programme | |
| 282 | 10/12/81 | Use of United Nations premises for meetings and catering services | |
| 283 | 27/1/82 | Official holidays | |
| 284 | 1/3/82 | General trust funds | See also ST/SGB/188 |
| 285 | 1/3/82 | Technical cooperation trust funds | See above |
| 286 | 3/3/82 | Programme support accounts | See above |
| 291/Rev.1 | 18/7/84 | Part-time employment | |
| 292 | 15/7/82 | Filing of adverse material in personnel records | See also ST/IC/82/77/Rev.1 and ST/IC/88/19 |
| 293 | 15/7/82 | Facilities to be provided to staff representatives | |
| 294 | 16/8/82 | Visa status of non-United States staff members serving in the United States | |
| 295 | 19/11/82 | Temporary staff and individual contractors | See also ST/SGB/177; ST/AI/296, ST/AI/297 and ST/AI/327 |
| 296 | 19/11/82 | Consultants and participants in advisory meetings | See above |

| Symbol | Date issued | Subject | Remarks |
|---|---|---|---|
| ST/AI/ | | | |
| 297 | 19/11/82 | Technical cooperation for personnel and operational, Executive and Administrative Services (OPAS) officers | See also ST/SGB/177; ST/AI/295, ST/AI/296 and ST/AI/327 |
| 298 | 28/2/83 | Overtime and night differential for staff in the General Service and related categories | |
| 298/Amend.1 | 15/10/84 | | |
| 299 | 10/12/82 | Reporting of arrest or detention of staff members, other agents of the United Nations and members of their families | See also ST/SGB/198 |
| 300 | 5/1/83 | Repatriation grant | See also ST/AI/262 and ST/AI/269 |
| 301 | 10/3/83 | Initial classification of General Service posts in New York | See also ST/SGB/166; ST/AI/332 and ST/AI/358; ST/IC/89/77 |
| 301/Add.1 | 12/7/83 | Initial classification of occupations performing security, guide and dispatch, and trade and craft work in New York | |
| 306 | 1/6/83 | Amendments to the Staff Rules: chapter XI, Joint Appeals Boards | |
| 307 | 3/6/83 | Amendment to staff rule 110.4 on suspension pending investigation | |
| 308/Rev.1 | 25/11/83 | Establishment of Panels on Discrimination and Other Grievances | See also ST/IC/88/10, ST/IC/1991/60 and ST/IC/1992/35 |
| 309/Rev.1 | 17/2/84 | Authority of United Nations security officers | See also ST/AI/193/Rev.1 |
| 310 | 20/9/83 | Registration of staff members and affiliates on Saturdays, Sundays, holidays and after office hours | |

| Symbol | Date issued | Subject | Remarks |
|---|---|---|---|
| ST/AI/ | | | |
| 314 | 27/1/84 | Non-resident's allowance | See also ST/AI/275/Rev.2 and ST/AI/350 and Amends.1-2; ST/IC/1992/40 |
| 314/Add.1 | 16/1/85 | | |
| 315/Rev.1 | 28/2/92 | Delegation of financial authority to the International Trade Centre | |
| 316 | 6/3/84 | Granting of status of staff members to full-time language teachers | |
| 317 | 5/6/84 | Reimbursement of costs of basic medical examinations for family members | |
| 317/Amend.5 | 5/3/92 | | |
| 319 | 12/9/84 | Control of travel on official business | See also ST/SGB/207/Rev.1 |
| 320 | 14/9/84 | Staff incentive programme | See also ST/IC/85/39 |
| 320/Add.1 | 1/11/84 | | |
| 320/Add.1/ Corr.1 (English only) | 8/11/84 | | |
| 320/Add.1/ Corr.2 | 18/12/84 | | |
| 322 | 25/9/84 | Excess property | |
| 323 | 27/9/84 | Reduction in energy consumption | See also ST/IC/89/34 |
| 325 | 30/10/84 | Decentralization of basic training in word-processing in the Secretariat at Headquarters and establishment of the Standard Review Committee on Word-processing Training | |
| 326 | 28/12/84 | United Nations archives | See also ST/SGB/242 |
| 326/Corr.1 | 17/1/85 | | |
| 327 | 23/1/85 | Institutional or corporate contractors | See also ST/SGB/177; ST/AI/295, ST/AI/296 and ST/AI/297 |

| Symbol | Date issued | Subject | Remarks |
|---|---|---|---|
| ST/AI/ 329 | 17/6/85 | Requisition for equipment supplies or services (form PT.72) | |
| 330 | 11/7/85 | Revised telegraph form | |
| 332 | 7/11/85 | Classification standards for security jobs at Headquarters | See also ST/AI/301 and Add.1 and ST/AI/358 |
| 333 | 29/11/85 | Personal identification cards: Headquarters | See also ST/SGB/193; ST/IC/1992/42 |
| 334 | 21/5/86 | Test for basic word-processing qualifications | |
| 335 | 11/7/86 | Use of United Nations premises for meetings, conferences and public events | See also ST/AI/145/Rev.1 |
| 336 | 15/9/86 | Report of the Group of High-level Intergovernmental Experts and related decisions of the General Assembly | See also ST/IC/86/43 and ST/IC/87/63 |
| 337 | 15/10/86 | Policy on the provision and use of official cars | |
| 339 | 3/4/87 | Acquisition, replacement and maintenance of office automation equipment | See also ST/SGB/245; ST/AI/345, ST/AI/347 and ST/AI/355; ST/IC/1991/57 |
| 341 | 19/3/87 | Confidentiality of mailing lists and registers | See also ST/IC/81/38 |
| 342 | 8/5/87 | Guidelines for the preparation of host Government agreements falling under General Assembly resolution 40/243 | See also ST/SGB/160; ST/AI/249/Rev.3 and Amend.1 |
| 343 | 31/7/87 | Medical insurance plan for locally recruited staff at designated duty stations away from Headquarters | See also ST/IC/87/33 |
| 344 | 3/8/87 | Classification system for Field Service category posts | See also ST/AI/277 |

| Symbol | Date issued | Subject | Remarks |
|---|---|---|---|
| ST/AI/ | | | |
| 345 | 20/10/87 | Establishment and operation of Technological Innovations Committees at regional commissions and other locations away from Headquarters | See also ST/SGB/245; ST/AI/339, ST/AI/347, ST/AI/355, ST/AI/359 and ST/AI/361; ST/IC/1990/8, ST/IC/1991/4 and ST/IC/1992/14 |
| 346 | 5/11/87 | Restructuring of Secretariat departments and offices | See also ST/SGB/150/Rev.1 and ST/SGB/248 |
| 347 | 9/3/88 | Policies and procedures for office automation standardization | See also ST/SGB/245; ST/AI/339, ST/AI/345, ST/AI/355, ST/AI/359 and ST/AI/361 |
| 349 | 22/4/88 | United Nations garage | See also ST/SGB/192; ST/IC/85/65 and ST/IC/86/14 and Add.1 |
| 350<br>350/Amend.1<br>350/Amend.2 | 27/4/88<br>31/1/91<br>6/2/92 | Rental subsidies and deductions for staff at duty stations in Europe and North America | See also ST/AI/275/Rev.2; ST/IC/1992/40 |
| 351 | 25/5/88 | Assistance and representation by counsel in disciplinary and appeal cases | See also ST/IC/88/11 and ST/IC/1991/35 |
| 352 | 28/6/88 | Certifying and approving officers | |
| 352/Add.2/ Rev.1 | 18/3/91 | List of certifying officers for the biennium 1990-1991 | |
| 354 | 27/7/88 | Request for rectification of date of birth or of other personal data | |
| 355 | 7/9/88 | Guidelines for the acquisition, use and support of microcomputers in the United Nations | See also ST/SGB/245; ST/AI/339, ST/AI/345, ST/AI/347, ST/AI/359 and ST/AI/361; ST/IC/1990/8, ST/IC/1991/4, ST/IC/1991/18, ST/IC/1991/57, ST/IC/1992/14 and ST/IC/1992/50 |

| Symbol | Date issued | Subject | Remarks |
|---|---|---|---|
| ST/AI/ | | | |
| 356 | 4/5/89 | Implementation of the initial General Service classification exercise at Addis Ababa | |
| 356/Add.1 | 8/10/91 | | |
| 358 | 31/7/89 | Procedures for appeal of classification decisions for posts in the General Service and related categories in New York | See also ST/SGB/301 and Add.1 |
| 359 | 12/12/89 | Standards for desktop publishing hardware and software | See also ST/AI/189/Add.26 and ST/AI/347 |
| 360 | 1/2/90 | Movement of staff from the Field Service category to the Professional category | See also ST/SGB/173; ST/AI/375 and Add.1 |
| 361 | 29/3/90 | Standard for word-processing software for microcomputers | See also ST/AI/347 |
| 363 | 1/8/90 | Mobility and hardship allowance | See also ST/IC/1990/37 |
| 363/Corr.1 | 17/8/90 | | |
| 363/Add.1 | 7/11/90 | | |
| 363/Add.2 | 8/3/91 | | |
| 364 | 1/8/90 | Assignment grant | |
| 364/Corr.1 (French only) | 27/8/90 | | |
| 364/Add.1 | 7/11/90 | | |
| 364/Add.2 | 8/3/91 | | |
| 365 | 13/8/90 | Implementation of changes to salary policy in promotions | |
| 365/Corr.1 | 24/9/90 | | |
| 366 | 28/9/90 | Dependancy allowance or benefit for disabled children | |
| 367 | 15/10/90 | Home leave: change of place of home leave and change of country of home leave | |
| 368 | 10/1/91 | Instructions governing United Nations diplomatic pouch service | |
| 369 | 30/4/91 | Classification of posts in the General Service and related categories in small and medium-sized duty stations | |
| 369/Amend.1 | 22/10/91 | | |

| Symbol | Date issued | Subject | Remarks |
|---|---|---|---|
| ST/AI/ | | | |
| 371 | 2/8/91 | Revised disciplinary measures and procedures | See also ST/IC/88/10 and ST/1C/88/24 |
| 372 | 25/9/91 | Employee assistance in cases of alcohol/substance abuse | |
| 373 | 23/12/91 | Placement and promotion | See also ST/SGB/246; ST/IC/1992/21 |
| 373/Add.1 | 9/9/92 | | |
| 374 | 16/1/92 | Property records and inventory control under revised definition of non-expendable property | |
| 375 | 6/5/92 | 1992 competitive examination for promotion to the Professional category of staff members from other categories | See also ST/SGB/173; ST/IC/1992/39 |
| 375/Add.1 | 28/9/92 | | |
| 376 | 1/6/92 | United Nations Exhibits Committee guidelines | See also ST/AFS/SER.A/179 |
| 377 | 15/9/92 | Implementation of the initial classification of posts in the General Service and related categories in the Economic and Social Commission for Western Asia | |

## C. INFORMATION CIRCULARS
(series ST/AFS/SER.A/--, ST/ADM/SER.A/--, and ST/IC--)

| Symbol | Date issued | Subject | Remarks |
|---|---|---|---|
| ST/AFS/SER.A/ 179 | 18/11/52 | United Nations Committee on Exhibitions | See also ST/AI/376 |
| ST/ADM/SER.A/ 277 | 8/10/54 | Standards of conduct in the international civil service | See also ST/SGB/179; ST/IC/82/13 and ST/IC/89/2 |
| 1214 | 19/12/67 | Document copying and duplicating facilities: need for economy in expenditure | |
| 1303 | 24/1/69 | Staff conduct at meetings | |
| 1312 | 7/3/69 | Observance of time-limits under the Staff Rules | |
| 1315 | 14/3/69 | Designation, change or revocation of beneficiary | |
| 1336 | 10/6/69 | The establishment of a new Administrative Management Service and the carrying out of a manpower survey of the Secretariat | See also ST/SGB/Organization, sect. P(IV)/Rev.1, ST/SGB/138 and ST/SGB/155 |
| 1459 | 1/10/70 | Personal insurance assistance progamme | |
| 1636 | 12/9/72 | Use of cable communications | See also ST/IC/86/61 |
| 1778 | 24/5/74 | Organization of the Secretariat | See also ST/SGB/Organization, ST/SGB/150/Rev.1 and ST/SGB/248; ST/AI/239 and ST/AI/346 |
| 1814 | 28/10/74 | Economy in the use of stationery and office supplies | See also ST/IC/88/18 |
| 1867 | 29/5/75 | Changes in health insurance arrangements | Paras. 1 and 4 only |
| 1872 | 13/6/75 | Library services: The New York Times Information Bank | |

| Symbol | Date issued | Subject | Remarks |
|---|---|---|---|
| ST/ADM/SER.A/ | | | |
| 1932 | 3/2/76 | Circulation of newspapers | |
| 1938 | 5/2/76 | Adjustment of mid-month salary advances | |
| 1950 | 29/3/76 | Index to administrative issuances | See ST/AI/218/Rev.14 and Add.1 |
| ST/IC/ | | | |
| 77/30 | 22/6/77 | Special envelopes for delivery of cables | |
| 78/22 | 4/4/78 | Increased cost of telephone services | |
| 78/38 | 12/6/78 | Group life insurance: changes in coverage | See also ST/IC/89/70 and ST/IC/1992/32 |
| 78/43 | 30/6/78 | United Nations Bibliographical Information System (UNBIS) | |
| 78/53 | 24/8/78 | Employment of family members on G-4 visas | See also ST/AI/294; ST/IC/89/13 |
| 79/10 | 24/1/79 | Unauthorized absence | |
| 79/17/Rev.1 | 8/3/82 | Guidelines for promoting equal treatment of men and women in the Secretariat | See also ST/SGB/154 |
| 80/55 | 4/8/80 | Vehicle service station | |
| 80/75 | 13/10/80 | New York Telephone Company: change in procedure for dialling telephone calls | See also ST/IC/84/90 |
| 81/38 | 29/4/81 | Care of valuables and confidential material | See also ST/AI/341 |
| 81/47 | 14/5/81 | Staff representation activities | |
| 81/64 | 10/9/81 | Change of zip code for Post Office Box 20 address | |
| 82/7 | 3/2/82 | Internal recourse procedures in the United Nations Secretariat | See also ST/IC/88/10 |

| Symbol | Date issued | Subject | Remarks |
|---|---|---|---|
| ST/IC/ | | | |
| 82/13 | 26/2/82 | Standards of conduct | See also ST/SGB/179; ST/ADM/SER.A/277 and ST/IC/89/2 |
| 82/48 | 1/7/82 | Dependency allowances | See also ST/AI/278/Rev.1 and ST/AI/366; ST/IC/89/11, ST/IC/1990/35 and ST/IC/1992/12 |
| 82/77/Rev.1 | 11/1/83 | Abolition of confidential files | See also ST/AI/292; ST/IC/88/19 |
| 83/9 | 25/2/83 | New status of the United Nations Institute for Disarmament Research | |
| 83/13 | 10/3/83 | Spouse allowance for staff in the General Service and related categories in New York | |
| 83/21 | 18/4/83 | Personnel directives | |
| 83/21/Add.1 | 1/3/84 | | |
| 83/21/Add.2 | 23/7/84 | | |
| 83/21/Add.3 | 24/10/84 | | |
| 83/21/Add.4 | 27/7/88 | | |
| 83/21/Add.5 | 5/8/88 | | |
| 83/21/Add.6 | 13/12/88 | | |
| 83/21/Add.7 | 14/4/89 | | |
| 83/21/Add.8 | 4/5/89 | | |
| 83/21/Add.9 | 25/5/89 | | |
| 83/21/Add.10 | 13/6/89 | | |
| 83/21/Add.11 | 25/9/90 | | |
| 83/21/Add.12 | 5/10/90 | | |
| 83/21/Add.13 | 26/10/90 | | |
| 83/21/Add.14 | 9/1/91 | | |
| 83/21/Add.15 | 14/5/91 | | |
| 83/21/Add.16 | 7/4/92 | | |
| 83/50 | 22/7/83 | Catering services: Joint Catering Advisory Committee | See also ST/IC/86/16, ST/IC/1991/47 and ST/IC/1992/38 |
| 83/57 | 30/8/83 | Diplomatic pouch schedule | |

| Symbol | Date issued | Subject | Remarks |
|---|---|---|---|
| ST/IC/ | | | |
| 83/61/Rev.1 | 27/9/83 | Garage access | See also ST/IC/86/7, ST/IC/88/2 and ST/IC/1991/63 |
| 83/67 | 10/10/83 | Official travel agency at Headquarters: Don Travel Service, Inc. | Renamed Ask Mr. Foster Travel Service |
| 83/83 | 20/12/83 | Unauthorized use of diplomatic plates by Secretariat officials | |
| 84/4 | 19/1/84 | Changes in the Headquarters medical and dental insurance plans | |
| 84/10 | 26/1/84 | Staff members who are not United States nationals but receive investment income from United States sources | See also ST/IC/84/74 |
| 84/12 | 1/2/84 | United Nations garage: increased parking rates | Delegations only |
| 84/18 | 2/3/84 | Guidelines for work with visual display units | |
| 84/18/Amend.1 | 12/7/89 | | |
| 84/33 | 5/6/84 | Safeguarding of United Nations keys | |
| 84/46 | 21/6/84 | Payroll deduction for personal cheques returned by banks | |
| 84/59 | 27/8/84 | Use of automated elevators | See also ST/IC/1990/6 and ST/IC/1992/37 |
| 84/65 | 18/9/84 | Travel advance payments | |
| 84/74 | 24/10/84 | Changes in United States tax legislation concerning individuals in the United States who are not United States nationals | See also ST/IC/84/10 and ST/IC/1991/39 |
| 84/80 | 3/12/84 | Payment of income taxes | See also ST/IC/87/64 |

| Symbol | Date issued | Subject | Remarks |
|---|---|---|---|
| ST/IC/ 84/85 | 11/12/84 | Delivery and picking up of packages | See also ST/IC/89/50 |
| 84/86 | 11/12/84 | Credit policy for use of the Delegates Dining Room and related catering services | |
| 84/90 | 21/12/84 | Change in telephone dialling procedures: New York City area codes | See also ST/IC/80/75 |
| 84/91 | 28/12/84 | Security arrangements | |
| 85/18 | 4/4/85 | Standard of accommodation | See also ST/IC/88/6 |
| 85/37 | 29/7/85 | United Nations garage: applications for second review | See also ST/IC/86/14 and Add.1 |
| 85/39 | 23/7/85 | Staff incentive programme: objectives and composition of the Staff Incentive Review Committee | See also ST/AI/320 and Add.1 and Add.1/Corr.1-2 |
| 85/42 | 13/8/85 | Smoking in conference rooms and offices | See also ST/IC/87/18 and ST/IC/87/54 |
| 85/44 | 22/8/85 | United Nations Secretariat buildings environmental conditions | |
| 85/48 | 12/9/85 | Host country travel regulations | See also ST/IC/85/74 and Corr.1, ST/IC/85/76, ST/IC/86/4, ST/IC/87/42, ST/IC/88/57, ST/IC/89/10, ST/IC/1990/14, ST/IC/1990/16, ST/IC/1990/34, ST/IC/1990/67, ST/IC/1990/74, ST/IC/1991/3, ST/IC/1991/48, ST/IC/1991/67, ST/IC/1992/2, ST/IC/1992/33 and ST/IC/1992/51 |

| Symbol | Date issued | Subject | Remarks |
|---|---|---|---|
| ST/IC/ | | | |
| 85/65 | 18/11/85 | United Nations garage: membership of the Garage Review Board | |
| 85/74<br>85/74/Corr.1 | 17/12/85<br>24/12/85 | Host country travel regulations | See also ST/IC/85/48, ST/IC/85/76, ST/IC/86/4, ST/IC/87/42, ST/IC/88/57, ST/IC/89/10, ST/IC/1990/14, ST/IC/1990/16, ST/IC/1990/34, ST/IC/1990/67, ST/IC/1990/74, ST/IC/1991/3, ST/IC/1991/48, ST/IC/1991/67, ST/IC/1992/2, ST/IC/1992/33 and ST/IC/1992/51 |
| 85/76 | 20/12/85 | Host country travel regulations: private travel by staff members in the United States | See above |
| 86/4 | 14/1/86 | Official travel of United Nations staff members in the United States | See above |
| 86/7 | 24/1/86 | Closure of the United Nations service drive | See also ST/IC/83/61/Rev.1, ST/IC/88/2 and ST/IC/1991/63 |
| 86/14<br>86/14/Add.1 | 11/3/86<br>17/3/86 | United Nations garage: report and recommendations of the Garage Review Board on its second review | See also ST/SGB/192; ST/AI/349 |
| 86/16 | 13/3/86 | New catering arrangements | See also ST/IC/83/50, ST/IC/1991/47 and ST/IC/1992/38 |

| Symbol | Date issued | Subject | Remarks |
|---|---|---|---|
| ST/IC/ 86/17 | 13/3/86 | Financial crisis of the United Nations | See also ST/SGB/215, ST/SGB/217 and ST/SGB/222; ST/IC/87/67 and Corr.1 and ST/IC/1991/68 |
| 86/20 | 26/3/86 | Changes in the administration of the Blue Cross component of the Headquarters Blue Cross/Aetna Major Medical scheme | |
| 86/26 | 28/4/86 | Education grant questionnaire | |
| 86/28 | 6/5/86 | Relocation of the Pass and Identification Unit Office | |
| 86/33 | 23/5/86 | Parking of motorcycles and bicycles | See also ST/AI/349 |
| 86/43 | 18/8/86 | Report of the Group of High-level Intergovernmental Experts to Review the Efficiency of the Administrative and Financial Functioning of the United Nations | See also ST/AI/336; ST/IC/87/63 |
| 86/44 | 15/9/86 | Medical scheme for staff appointed under the 300 series of the Staff Rules | |
| 86/49 | 18/9/86 | United Nations garage: increased parking rates | |
| 86/52 | 10/10/86 | Career development and placement of staff | See also ST/SGB/166 and ST/SGB/246; ST/AI/373; ST/IC/1992/21 |
| 86/61 | 18/11/86 | Transmission of official United Nations cables | See also ST/ADM/SER.A/1636 |
| 86/62 | 24/11/86 | Career development plan for the General Service and related categories in New York | See also ST/AI/373 |

| Symbol | Date issued | Subject | Remarks |
|---|---|---|---|
| ST/IC/ | | | |
| 86/66 | 15/12/86 | New telephone system | See also ST/IC/87/29 |
| 86/72 | 29/12/86 | Age limitation on the participation of dependent children in United Nations health insurance schemes | |
| 87/16 | 30/3/87 | United States Immigration Reform and Control Act of 1986 | See also ST/IC/89/7 |
| 87/16/Corr.1 | 3/4/87 | | |
| 87/18 | 30/3/87 | Questionnaire on smoking on United Nations premises | See also ST/IC/85/42 and ST/IC/87/54 |
| 87/27 (English only) | 27/5/87 | Information on United Nations staff members and members of their household requested by the United States Mission | |
| 87/27/Add.1 (English only) | 30/7/87 | | |
| 87/29 | 26/5/87 | New telephone system | See also ST/IC/86/66 |
| 87/30 | 28/5/87 | Membership of the Classification Appeals and Review Committee | See also ST/AI/277 |
| 87/33 | 19/6/87 | Health insurance coverage for locally recruited staff at designated duty stations away from Headquarters | See also ST/AI/343 |
| 87/42 | 30/7/87 | Host country travel regulations | See also ST/IC/85/48, ST/IC/85/74 and Corr.1, ST/IC/85/76, ST/IC/86/4, ST/IC/88/57, ST/IC/89/10, ST/IC/1990/14, ST/IC/1990/16, ST/IC/1990/34, ST/IC/1990/67, ST/IC/1990/74, ST/IC/1991/3, ST/IC/1991/48, ST/IC/1991/67, ST/IC/1992/2, ST/IC/1992/33 and ST/IC/1992/51 |

| Symbol | Date issued | Subject | Remarks |
|---|---|---|---|
| ST/IC/ 87/46 | 27/8/87 | Introduction of a long-service step in the salary scales for staff in the General Service and related categories at Headquarters | See also ST/IC/1992/56 |
| 87/54 | 26/10/87 | Smoking in conference rooms and offices | See also ST/IC/85/42 and ST/IC/87/18 |
| 87/63 | 24/12/87 | Implementation of General Assembly resolution 41/213: recommendation 15 of the Group of High-level Intergovernmental Experts | See also ST/AI/336; ST/IC/86/43 |
| 87/64 | 23/12/87 | Confirmation of tax return information | See also ST/IC/84/80 |
| 87/67<br>87/67/Corr.1 | 30/12/87<br>14/1/88 | Deferment of increases due in 1986 for staff in the General service and related categories at eight main duty stations | See also ST/SGB/215, ST/SGB/217 and ST/SGB/222; ST/IC/86/17 and ST/IC/1991/68 |
| 88/2 | 4/1/88 | Access to the Secretariat building and the United Nations garage | See also ST/IC/83/61/Rev.1, ST/IC/86/7 and ST/IC/1991/63 |
| 88/6 | 3/2/88 | Standard of accommodation | See also ST/IC/85/18 |
| 88/10 | 1/3/88 | Administration of internal appeals and disciplinary systems: transfer of responsibilities and reform programme | See also ST/AI/371 and ST/IC/88/24 |
| 88/11 | 1/3/88 | Membership of the Panel of Counsel | See also ST/AI/351 and ST/IC/1991/35 |
| 88/14 | 10/3/88 | Secretary of the Joint Disciplinary Committee | See also ST/IC/88/24 |
| 88/18 | 29/3/88 | Office paper recycling programme in the Secretariat building | |

| Symbol | Date issued | Subject | Remarks |
|---|---|---|---|
| ST/IC/ 88/19 | 4/4/88 | Consolidation of personnel records into the official status files | See also ST/AI/292; ST/IC/82/77/Rev.1 |
| 88/24 | 2/5/88 | Joint Disciplinary Committee | See also ST/AI/371; ST/IC/88/10 and ST/IC/88/14 |
| 88/29 | 24/5/88 | Direct dialling from Headquarters to the United Nations Development Programme and the United Nations Children's Fund | |
| 88/55 | 22/9/88 | Application of the remuneration correction factor to post adjustment at Geneva and Vienna: implementation of Administrative Tribunal Judgement No. 421 | |
| 88/57 | 27/9/88 | Host country travel regulations | See also ST/IC/85/48, ST/IC/85/74 and Corr.1, ST/IC/85/76, ST/IC/86/4, ST/IC/87/42, ST/IC/89/10, ST/IC/1990/14, ST/IC/1990/16, ST/IC/1990/34, ST/IC/1990/67, ST/IC/1990/74, ST/IC/1991/3, ST/IC/1991/48, ST/IC/1991/67, ST/IC/1992/2, ST/IC/1992/33 and ST/IC/1992/51 |
| 89/2 | 5/1/89 | Conduct of staff members | |
| 89/7 | 17/1/89 | United States Immigration Technical Corrections Act of 1988 | See also ST/IC/87/16 and Corr.1 |

| Symbol | Date issued | Subject | Remarks |
|---|---|---|---|
| ST/IC/ 89/10 | 1/2/89 | Host country travel regulations | See also ST/IC/85/48, ST/IC/85/74 and Corr.1, ST/IC/85/76, ST/IC/86/4, ST/IC/87/42, ST/IC/88/57, ST/IC/1990/14, ST/IC/1990/16, ST/IC/1990/34, ST/IC/1990/67, ST/IC/1990/74, ST/IC/1991/3, ST/IC/1991/48, ST/IC/1991/67, ST/IC/1992/2, ST/IC/1992/33 and ST/IC/1992/51 |
| 89/11 | 6/2/89 | Children's allowance for staff in the Professional and higher categories and in the Field Service category | See also ST/AI/278/Rev.1 and ST/AI/366; ST/IC/1992/12 |
| 89/13 | 14/2/89 | Employment of persons on G-4 visas | See also ST/AI/294; ST/IC/78/53 |
| 89/21 | 27/3/89 | Measures taken to improve messenger services: institution of messenger unit zoning system | |
| 89/22 | 28/3/89 | Reimbursement for work permit fees levied by the Egyptian authorities on United Nations employees of Egyptian nationality | |
| 89/23 | 28/3/89 | Second floor of General Assembly and Conference buildings as a restricted area | |
| 89/24 | 28/3/89 | Records management services | See also ST/SGB/242 |
| 89/25 | 11/4/89 | Consideration of family members for employment in the General Service category in New York | |

| Symbol | Date issued | Subject | Remarks |
|---|---|---|---|
| ST/IC/ 89/34 | 16/5/89 | Conservation of electric power and steam at Headquarters | See also ST/AI/323 |
| 89/50 | 2/8/89 | Delivery of personal packages, mail and periodicals to United Nations premises | See also ST/IC/84/85 |
| 89/54 | 16/8/89 | Mission service rosters: Professional, General Service and related categories | See also ST/SGB/114 and Add.1 and ST/SGB/165; ST/IC/1992/26 |
| 89/70 | 20/11/89 | Group life insurance: premium rate reduction | See also ST/IC/78/38 and ST/IC/1992/32 |
| 89/71 | 20/11/89 | United Nations garage: maintenance work affecting parking facilities during the biennium 1990-1991 | See also ST/IC/1991/76 |
| 89/77 | 29/12/89 | Membership of the New York General Service Classification Appeals and Review Committee | See also ST/AI/358 |
| 1990/6 | 10/1/90 | Renovation of elevators in the Secretariat building | See also ST/IC/1992/37 |
| 1990/8 | 16/1/90 | Virus alert: how to prevent microcomputer viruses | See also ST/IC/1992/14 |
| 1990/10 | 7/2/90 | Pensionable renumeration scales for staff in the Professional and higher categories and for staff in the Field Service category - Increase in contributions to the United Nations Joint Staff Pension Fund | Paras. 6-7 only. See ST/IC/1991/62 |
| 1990/13<br>1990/13/Amend.1<br>1990/13/Amend.2<br>1990/13/Amend.2/ Corr.1 | 19/3/90<br>9/1/92<br>15/7/92<br>21/7/92 | Option of a lump-sum payment for travel by air in lieu of provision by the Organization of travel tickets and related entitlements on home leave, education grant and family visit travel | See also ST/AI/257 and ST/AI/249/Rev.3 and Amend.1 |

| Symbol | Date issued | Subject | Remarks |
|---|---|---|---|
| ST/IC/ 1990/14 | 14/2/90 | Host country travel regulations | See also ST/IC/85/48, ST/IC/85/74 and Corr.1, ST/IC/85/76, ST/IC/86/4, ST/IC/87/42, ST/IC/88/57, ST/IC/89/10, ST/IC/1990/16, ST/IC/1990/34, ST/IC/1990/67, ST/IC/1990/74, ST/IC/1991/3, ST/IC/1991/48, ST/IC/1991/67, ST/IC/1992/2, ST/IC/1992/33 and ST/IC/1992/51 |
| 1990/16 | 16/2/90 | Host country travel regulations | See above |
| 1990/27 | 18/4/90 | Direct deposit of salary | |
| 1990/34 | 21/5/90 | Host country travel regulations | See above |
| 1990/35 | 23/5/90 | (a) Revised salary scales for staff in the Trades and Crafts and Security Service categories; (b) Revised dependency allowances for staff in the General Service, Trades and Crafts, Security Service, Public Information Assistant and Language Teacher categories at Headquarters | Paras. 5-6 only. See ST/IC/1992/56. See also ST/AI/278/Rev.1 and ST/AI/366; ST/IC/1992/12 |
| 1990/37 | 24/5/90 | Implementation of the mobility and hardship allowance | See also ST/AI/363 and Corr.1 and Add.1-2 |

| Symbol | Date issued | Subject | Remarks |
|---|---|---|---|
| ST/IC/ 1990/48 | 12/7/90 | (a) Salary scales for staff in the General Service and Public Information Assistant categories at Headquarters; (b) Interim salary adjustment procedure for staff in the General Service, Trades and Crafts, Security Service, Public Information Assistant and Language Teacher categories at Headquarters | See also ST/IC/1990/35 (paras. 5-6 only), ST/IC/1990/66 (para. 4 only) and ST/IC/1992/56 |
| 1990/52 | 25/7/90 | Membership of the Joint Advisory Committee at Headquarters | |
| 1990/63 | 30/8/90 | Language allowance for staff in the Trades and Crafts category at Headquarters | |
| 1990/66 | 21/9/90 | Revised salary scales for staff in the General Service, Security Service, Trades and Crafts, Public Information Assistant and Language Teacher categories at Headquarters | Para. 4 only. See also ST/IC/1990/35 (paras. 5-6 only), ST/IC/1990/48 and ST/IC/1992/56 |
| 1990/67 | 11/10/90 | Host country travel regulations | See also ST/IC/85/48, ST/IC/85/74 and Corr.1, ST/IC/85/76, ST/IC/86/4, ST/IC/87/42, ST/IC/88/57, ST/IC/89/10, ST/IC/1990/14, ST/IC/1990/16, ST/IC/1990/34, ST/IC/1990/74, ST/IC/1991/3, ST/IC/1991/48, ST/IC/1991/67, ST/IC/1992/2, ST/IC/1992/33 and ST/IC/1992/51 |
| 1990/74 | 7/11/90 | Host country travel regulations | See above |

| Symbol | Date issued | Subject | Remarks |
|---|---|---|---|
| ST/IC/ 1990/79 | 29/11/90 | Meditation Room located in the visitors' lobby of the General Assembly building | |
| 1991/2 | 14/1/91 | Payment of income taxes (1990) | See also ST/IC/1992/8 |
| 1991/3 | 16/1/91 | Host country travel regulations | See also ST/IC/85/48, ST/IC/85/74 and Corr.1, ST/IC/85/76, ST/IC/86/4, ST/IC/87/42, ST/IC/88/57, ST/IC/89/10, ST/IC/1990/14, ST/IC/1990/16, ST/IC/1990/34, ST/IC/1990/67, ST/IC/1990/74, ST/IC/1991/48, ST/IC/1991/67, ST/IC/1992/2, ST/IC/1992/33 and ST/IC/1992/51 |
| 1991/4 | 30/1/91 | Software products for microcomputers | See also ST/AI/355, ST/AI/359 and ST/AI/361; ST/IC/1990/8 |
| 1991/9/Add.1 | 28/2/92 | Membership of the Appointment and Promotion Board and of the Headquarters Appointment and Promotion Committee | Superseded by ST/IC/1992/45 |
| 1991/12 | 15/2/91 | Travel and shipping restrictions | |
| 1991/18 | 12/3/91 | Operating system software to be used on personal computer local area networks | |
| 1991/24/Add.1 | 22/10/91 | Membership of the Field Service Promotion Review Panel | Superseded by ST/IC/1992/53 |
| 1991/25 | 9/4/91 | Membership of the Working Group of the Technological Innovations Board | See also ST/SGB/245 |

| Symbol | Date issued | Subject | Remarks |
|---|---|---|---|
| ST/IC/ | | | |
| 1991/27 | 22/4/91 | United Nations Observer Mission in El Salvador | |
| 1991/35 | 16/5/91 | Membership of the Panels of Counsel | See also ST/AI/351 and ST/IC/88/11 |
| 1991/36 | 23/5/91 | International education for children of United Nations staff at Headquarters: United Nations International School | |
| 1991/37 | 4/6/91 | Joint Appeals Board | |
| 1991/38 | 3/6/91 | United Nations Mission for the Referendum in Western Sahara (MINURSO) | |
| 1991/39 | 3/6/91 | Significant changes in United States estate tax and their possible effect on non-United States citizen staff members | |
| 1991/47 | 8/8/91 | Catering services | See also ST/IC/83/50, ST/IC/86/16 and ST/IC/1992/38 |
| 1991/48 | 15/8/91 | Host country travel regulations | See also ST/IC/85/48, ST/IC/85/74 and Corr.1, ST/IC/85/76, ST/IC/86/4, ST/IC/87/42, ST/IC/88/57, ST/IC/89/10, ST/IC/1990/14, ST/IC/1990/16, ST/IC/1990/34, ST/IC/1990/74, ST/IC/1991/3, ST/IC/1991/67, ST/IC/1992/2, ST/IC/1992/33 and ST/IC/1992/51 |

| Symbol | Date issued | Subject | Remarks |
|---|---|---|---|
| ST/IC/ 1991/55 | 25/9/91 | Survey of housing and domestic service for calculation of post adjustment | |
| 1991/56 | 3/10/91 | 1992 competitive examination for Spanish interpreters | |
| 1991/57 | 14/10/91 | Service calls for office equipment | |
| 1991/58 | 15/10/91 | First day of issue: "Universal Declaration of Human Rights" stamps | |
| 1991/59 | 22/10/91 | Time off for voting on United States election day | |
| 1991/60 | 24/10/91 | Report on the work of the Panels on Discrimination and Other Grievances | See also ST/AI/308/Rev.1; ST/IC/88/10 and ST/IC/1992/35 |
| 1991/61 | 12/11/91 | Post adjustment classification for New York | Superseded by ST/IC/1992/17 |
| 1991/62 | 12/11/91 | Pensionable remuneration for staff in the Professional and higher categories and for staff in the Field Service category | See also ST/IC/1990/10 (paras. 6-7 only) |
| 1991/63 | 6/11/91 | Construction work in the Secretariat Circle and changes in vehicular and pedestrian traffic | |
| 1991/64 | 11/11/91 | United Nations Transitional Authority in Cambodia | |
| 1991/65 | 21/11/91 | Appointments, promotions and other staff changes | 1 July - 30 September 1991 |
| 1991/66 | 22/11/91 | Official holidays and closure of Headquarters buildings to the public | |

| Symbol | Date issued | Subject | Remarks |
|---|---|---|---|
| ST/IC/ | | | |
| 1991/67 | 25/11/91 | Host country travel regulations | See also ST/IC/85/48, ST/IC/85/74 and Corr.1, ST/IC/85/76, ST/IC/86/4, ST/IC/87/42, ST/IC/88/57, ST/IC/89/10, ST/IC/1990/14, ST/IC/1990/16, ST/IC/1990/34, ST/IC/1990/74, ST/IC/1991/3, ST/IC/1991/48, ST/IC/1992/2, ST/IC/1992/33 and ST/IC/1992/51 |
| 1991/68 | 27/11/91 | December mid-month salary advance | See also ST/SGB/215, ST/SGB/217 and ST/SGB/222; ST/IC/86/17 and ST/IC/87/67 and Corr.1 |
| 1991/69 | 2/12/91 | Language proficiency examinations | See also ST/IC/1992/25 |
| 1991/70 (English only) | 13/12/91 | After-school recreation and study programme for United Nations children | Superseded by ST/IC/1992/44 |
| 1991/71<br>1991/71/Add.1 | 13/12/91<br>21/1/92 | Claims Board | See also ST/SGB/Organization, Annex I/Amend.2; ST/AI/149/Rev.3 |
| 1991/72 | 18/12/91 | Secretary-General's farewell address to the staff [notification] | See also ST/IC/1991/75 |
| 1991/73 | 23/12/91 | Van Breda medical, hospital and dental insurance | |
| 1991/74 | 20/12/91 | First day of issue: "World heritage - UNESCO" stamps and definitive stamp | |

| Symbol | Date issued | Subject | Remarks |
|---|---|---|---|
| ST/IC/ | | | |
| 1991/75 | 23/12/91 | Secretary-General's farewell address to the staff of the United Nations on 20 December 1991 and statement by the President of the Staff Committee at Headquarters | |
| 1991/76 | 30/12/91 | Repair work in the United Nations garage | See also ST/IC/89/71 |
| 1992/1 | 6/1/92 | The 1991 Field Service promotion register | |
| 1992/1/Add.1 | 24/4/92 | | |
| 1992/2 | 10/1/92 | Host country travel regulations | See also ST/IC/85/48, ST/IC/85/74 and Corr.1, ST/IC/85/76, ST/IC/86/4, ST/IC/87/42, ST/IC/88/57, ST/IC/89/10, ST/IC/1990/14, ST/IC/1990/16, ST/IC/1990/34, ST/IC/1990/74, ST/IC/1991/3, ST/IC/1991/48, ST/IC/1991/67, ST/IC/1992/33 and ST/IC/1992/51 |
| 1992/3 | 20/1/92 | Secretary-General's address to the staff [notification] | See also ST/IC/1992/6 |
| 1992/4 | 21/1/92 | 1992 competitive examination for Arabic interpreters | |
| 1992/5 | 23/1/92 | Arrangements for admission to United Nations premises, restricted areas and parking on 30 and 31 January 1992 | |
| 1992/6 | 24/1/92 | Secretary-General's address to the staff of the United Nations on 22 January 1992 and statement by the President of the Staff Committee at Headquarters | |

| Symbol | Date issued | Subject | Remarks |
|---|---|---|---|
| ST/IC/ 1992/7 | 24/1/92 | Transitional measure under the United Nations Joint Staff Pension Fund adjustment system: waiver of period of notice of resignation | |
| 1992/8 | 28/1/92 | Payment of income taxes (1991) | See also ST/IC/84/80 and ST/IC/87/64 |
| 1992/9 | 5/2/92 | Shutdown of electrical power in the north end of the Conference Building and the south end of the Second Basement on 15 and 16 February 1991 | See also ST/IC/1992/19, ST/IC/1992/24 and ST/IC/1992/27 |
| 1992/10 | 19/2/92 | United Nations peace-keeping operation in Yugoslavia | |
| 1992/11 | 24/2/92 | First day of issue: "Clean Oceans" stamps | |
| 1992/12 | 26/2/92 | Review of dependency status and new questionnaire | See also ST/AI/278/Rev.1 |
| 1992/13 | 27/2/92 | International Women's Day | |
| 1992/14 | 28/2/92 | Computer virus alert | See also ST/IC/1990/8 |
| 1992/15 | 2/3/92 | Appointments, promotions and other staff changes | 1 October - 31 December 1991 |
| 1992/16 | 13/3/92 | Revised base salary scales for staff in the Professional and higher categories and for staff in the Field Service category | |
| 1992/17 | 6/3/92 | Post adjustment classification for New York | |
| 1992/18 | 6/3/92 | Separation payments for staff in the Professional and higher categories | |

| Symbol | Date issued | Subject | Remarks |
|---|---|---|---|
| ST/IC/ 1992/19 | 10/3/92 | Shutdown of electrical power in the Library Building, Conference Building and the second floor of the Secretariat Building on 14 and 15 March 1992 | See also ST/IC/1992/9, ST/IC/1992/24 and ST/IC/1992/27 |
| 1992/20 | 11/3/92 | Membership of the Senior Review Group to advise the Secretary-General on the filling of posts at the Director (D-2) level | See also ST/SGB/244 |
| 1992/21 | 16/3/92 | Placement and promotion | See also ST/AI/373 and Add.1 |
| 1992/22 | 17/3/92 | United Nations Angola Verification Mission | |
| 1992/23 | 27/3/92 | Hearing-aid and optical lens benefit | See also ST/IC/1992/36 |
| 1992/24 | 27/3/92 | Shutdown of electrical power on 4 and 5 April 1992 | See also ST/IC/1992/9, ST/IC/1992/19 and ST/IC/1992/27 |
| 1992/25 | 2/4/92 | Language proficiency examinations | |
| 1992/26 | 10/4/92 | Staffing of peace-keeping missions | See also ST/SGB/114 and Add.1 and ST/SGB/165; ST/IC/89/54 |
| 1992/27 | 13/4/92 | Shutdown of electrical power on 25 and 26 April 1992 | See also ST/IC/1992/9, ST/IC/1992/19 and ST/IC/1992/24 |
| 1992/28 | 14/4/92 | Telephone communication services to the United Nations offices, specialized agencies and peace-keeping missions at overseas locations | |

| Symbol | Date issued | Subject | Remarks |
|---|---|---|---|
| ST/IC/ 1992/29 | 29/4/92 | Action taken by the General Assembly on personnel questions and other matters of interest to the staff during its forty-sixth session | |
| 1992/30 | 30/4/92 | First day of issue: "Earth Summit June 1992" stamps | |
| 1992/31 | 7/5/92 | Appointments, promotions and other staff changes | 1 January - 31 March 1992 |
| 1992/32 | 8/5/92 | Group life insurance - waiver of automatic increase | |
| 1992/33 | 13/5/92 | Host country travel regulations | See also ST/IC/85/48, ST/IC/85/74 and Corr.1, ST/IC/85/76, ST/IC/86/4, ST/IC/87/42, ST/IC/88/57, ST/IC/89/10, ST/IC/1990/14, ST/IC/1990/16, ST/IC/1990/34, ST/IC/1990/67, ST/IC/1990/74, ST/IC/1991/3, ST/IC/1991/48, ST/IC/1991/67, ST/IC/1992/2 and ST/IC/1992/51 |
| 1992/34 | 18/5/92 | Language training programme: academic year 1992/93 | |
| 1992/35 | 28/5/92 | Composition of the Panel on Discrimination and Other Grievances at Headquarters | See also ST/AI/308/Rev.1; ST/IC/88/10 and ST/IC/1991/60 |
| 1992/36 | 29/5/92 | Renewal of the Headquarters medical and dental insurance plans effective 1 July 1992, and annual enrolment campaign, 8-12 June 1992 | See annex XIII for insurance carrier addresses and telephone numbers for claims and benefit inquiries |

| Symbol | Date issued | Subject | Remarks |
|---|---|---|---|
| ST/IC/ 1992/37 | 29/5/92 | Renovation of elevators in the Secretariat building | See also ST/IC/1990/6 |
| 1992/38 | 1/6/92 | Catering services | See also ST/IC/83/50, ST/IC/86/16 and ST/IC/1991/47 |
| 1992/39 | 1/6/92 | 1992 competitive examination for promotion to the Professional category of staff members from other categories | See also ST/SGB/173 and ST/AI/375 and Add.1 |
| 1992/40 | 8/6/92 | Threshold percentage for the purpose of calculating rental subsidies | See also ST/AI/350 and Amends.1-2 |
| 1992/41 | 18/6/92 | Parade of ships, 3 July 1992 | |
| 1992/42 | 26/6/92 | Security measures to be implemented at the United Nations Headquarters complex | See also ST/SGB/193; ST/AI/333 |
| 1992/43 | 26/6/92 | Change of direction of escalators between the first basement and the fourth floor | |
| 1992/44 | 16/7/92 | After-school recreation and study programme for United Nations children | |
| 1992/45 | 21/8/92 | Membership of the Appointment and Promotion Board and of the Headquarters Appointment and Promotion Committee | |
| 1992/46 | 21/8/92 | Membership of the Appointment and Promotion Panel | |
| 1992/47 | 24/8/92 | First day of issue: "Mission to Planet Earth" stamps, souvenir card, maximum cards and new postal stationery | |
| 1992/48 | 26/8/92 | Staff day 1992 | |
| 1992/49 | 27/8/92 | Working hours | |
| 1992/50 | 14/9/92 | Computer training | See also ST/AI/355 |

| Symbol | Date issued | Subject | Remarks |
|---|---|---|---|
| ST/IC/ 1992/51 | 3/9/92 | Host country travel regulations | See also ST/IC/85/48, ST/IC/85/74 and Corr.1, ST/IC/85/76, ST/IC/86/4, ST/IC/87/42, ST/IC/88/57, ST/IC/89/10, ST/IC/1990/14, ST/IC/1990/16, ST/IC/1990/34, ST/IC/1990/67, ST/IC/1990/74, ST/IC/1991/3, ST/IC/1991/48, ST/IC/1991/67, ST/IC/1992/2 and ST/IC/1992/33 |
| 1992/52 | 4/9/92 | Arrangements for admission to premises, traffic, deliveries, catering facilities and commercial operations for the forty-seventh session of the General Assembly | |
| 1992/53 | 17/9/92 | Membership of the 1992 Field Service Promotion Review Panel | |
| 1992/54 | 21/9/92 | United Nations Medical Service: Temporary restriction of services | |
| 1992/55 | 24/9/92 | First day of issue: "Science and technology for development" stamps, souvenir cards, maximum cards and definitive stamps | |
| 1992/56 | 24/9/92 | Revised salary scales for staff in the General Service, Security Service, Trades and Crafts, Public Information Assistant and Language Teacher categories at Headquarters | See also ST/IC/1990/35 (paras.5-6 only), ST/IC/1990/48 and ST/IC/1990/66 (para. 4 only) |